



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	126	Manual Of Requirements For Family Child Care Registration	8/25/2009
Subchapter:	2	Administration Of Sponsoring Organizations	
Section	3	Reporting requirements (N.J.A.C. 10:126-2.3)	

§10:126-2.3 Reporting requirements

(a) The sponsoring organization or any staff member shall notify verbally the Department's State Central Registry at 1-877 NJ-ABUSE (1-877-652-2873) immediately, whenever there is reasonable cause to believe that a child has been subjected to abuse/neglect by a provider or any other person, pursuant to the State Child Abuse and Neglect Law (N.J.S.A. 9:6-8.9, 8.10, 8.13 and 8.14).

(b) The sponsoring organization or any staff member shall notify the Office of Licensing at 1-877-667-9845 immediately of any imminent danger(s) or hazard(s) that threaten the health and safety of children in the provider's home.

(c) The sponsoring organization shall notify the Department and the Office of Licensing, verbally, at 1-877-667-9845 of any of the following changes or events by the next working day after the sponsoring organization learns of their occurrence:

1. Injury that results in the admittance of a child to a hospital while in the care of a provider;
2. The death of a child while in the care of a provider;
3. Damage to the sponsoring organization's offices that affects the operation of family child care registration;
4. Any criminal conviction(s) of the staff of the sponsoring organization or of a provider, alternate provider, substitute provider, provider assistant, or member of a provider's household;
5. Cancellation of the sponsoring organization's general/comprehensive liability insurance coverage; and
6. Unanticipated permanent or temporary closing of the sponsoring organization.

(d) The sponsoring organization shall notify the Department and the Office of Licensing, verbally, at 1-877-667-9845 within three working days, of any changes

in the name, location, executive director or administrator of the sponsoring organization.